

MEMORANDUM

To: Presidents Assembly & Executive Committee

From: FCCAA State Office – Charles Smith

Subject: Executive Committee Meeting Minutes

Date: October 1, 2007

Call To Order: President Eileen Holden called the meeting to order at 1:30 P.M.

Members Present: Charles Smith [FCCAA]; Eileen Holden {PCC}; Lena Phelps-Ellerker,[SFICC]; John Schultz [TCC]; Rob Marino {CFCC}; John Anderson [PCC]; Kevin Letourneau [FCCJ]; Gregg Wolfe [GCCC]; Bob Zelinski [CFCC]; Mickey Englett [OWC]; Chuck Hall [LCCC]; John Holdnak [GCCC]; Jeb Blackburn [TCC]; Hazel Creveling [SPC]; Kenneth Ross [BroCC]; Jim Harvey {CFCC}; Leonard Bruton [PBCC]; Sandra Harrell [Chipola]; Michael Elam [DBCC]; Katie Shannon [SJRCC]; Julie Alexander [FLDOE]; Bill MULLOWNEY [VCC].

Members Absent: Dean Anthony [MCC]

Guests: Ken Erickson {MCC} for Dean Anthony. Toni Willis {SJRCC}.

Welcome and Introductions: Eileen Holden welcomed the committee and gave an overview of the committee’s responsibilities and the voting structure. The committee and guests introduced themselves.

Charles Smith explained to the committee how to fill out their expense vouchers and facility charges.

Adoption of June Minutes: **Motion** by Jim Harvey to accept the minutes of the June 5, 2007 Executive Committee Meeting. **Second** by Ken Ross. **Passed.**

Disciplinary Hearings: Charles Smith informed the committee that there were two {2} Disciplinary Hearings before them.

Miami Dade College at the June Meeting had “self-reported” a violation of an FCCAA/NJCAA Rules pertaining to off-season practice. The college had self-imposed penalties because of the violation. The committee chose to take no action on the matter until the October meeting. The NJCAA has issued a letter-of- reprimand to the college for the violation. The college

had enforced the self-imposed penalties. After discussion the committee chose to take no disciplinary action against the college.

Polk CC has self-reported a Violation of FCCAA/NJCAA Rules pertaining to use of an ineligible student/athlete in Women's Soccer. The penalty for use of an ineligible student/athlete in a contest is forfeiture. Polk CC forfeited the three {3} matches that the student/athlete participated. After discussion the committee chose to take no disciplinary action against the college.

Legislative Update: Eileen Holden, Julie Alexander, Chuck Hall and Bill Mallowney discussed with the committee some areas of concern dealing with the budget cuts that the State Legislature will be dealing with at the Special Session the following week.

President's Report: Eileen Holden gave an informational report to the committee. She indicated that she would like the committee to work closely with Charles and the new Executive Director. The Director keeps her informed on day-to-day operations. She reported that when athletic programs violate any NJCAA rules, they are also in violation of FCCAA rules as well. Her plans are to try and get to as many of the events during the year as she can.

Executive Director's Report:

Charles Smith gave an informational report to the committee. Member institutions have all paid their annual dues. FCCAA passes have been sent out. He requested the committee go to the Web site and send him any information that the divisions would like on their pages along with the updates of information currently on the web-page. Charles reported on site contracts for the various tournaments and conferences.

Charles asked the Division, and Council Representatives to consider having a representative that would like to serve on the FCCAA Executive Committee without "term limits." This would allow consistency and continuity to the committee as it was for many years.

He informed the committee that he had agreed to assist the new Executive Director with the day-to-day operations of the association when he retires in December. He read a statement to the committee concerning his seventeen {17} years with the association and that he considered it an honor and pleasure to serve as the Executive Director.

Division Reports

Brain Bowl:

Lena Phelps-Ellerker gave a report on the division.

A fall meeting of Brain Bowl coaches and sponsors will held on Friday, October 19th at Valencia Community College: West campus.

Region and State Registration Fees are set at \$400 per team if the required questions are submitted by October 1st or at the State Coaches Meeting. The cost increases to \$450 per team for those who do not meet the deadline. Registration must be paid by November 1st .

The Regional Tournaments will be held February 1 & 2, 2008 at: East Central FL CC @ Jax, West Central at St. Petersburg College, Panhandle at Okaloosa Walton College, and South at Broward CC.

The 27th Annual State Tournament will be hosted by Chipola College March 27-29, 2008.

Nineteen {19} Colleges have committed to field twenty-four {24} teams: Brevard {1}, Broward {2}, Central Fla. {1}, Chipola {1}, Fla CC @ Jax {2}, Florida Keys {1}, Gulf Coast {1}, Indian River {1}, Lake Sumter {2}, Manatee {1}, North Florida {1}, Okaloosa Walton {1}, Pasco Hernando {1}, Pensacola {1}, Seminole {1}, South Fla {1}, St. Petersburg {1}, Tallahassee {1}, Valencia {2}.

Brevard CC has requested to host the 2009 and 2010 State Tournaments.

Motion by John Schultz to accept the report and approve the dates and sites. **Second** by John Holdnak. **Passed.**

Forensics:

John Schultz gave a report on the division.

The State Tournament will be hosted by Tallahassee CC on February 21-24, 2008. The Cabot Lodge on North Monroe will be the host hotel.

The Annual Capital City Classic @ TCC will be September 27-29th and the Star Invitational @ FCCJ will be November 11-13. The Phi Rho Pi Regional Tournaments will be held March 24-26 at a site to be determined, and the National Tournament will be held in Houston, Texas in April. Colleges that have indicated they will be fielding a team this Academic Year are: Central Florida, Florida CC @ Jax, Okaloosa Walton, Tallahassee, Seminole, Miami Dade, Broward, and Pasco Hernando.

John reported on the lack of participation last year as a problem and that he would be working with the Executive Director to see how they may get more colleges involved by fielding a team.

Motion by Hazel Creveling to accept the report. **Second** by Leonard Bruton. **Passed.**

Music:

John Anderson gave a report on the division.

The FCCAA State Music Symposium will be held January 24-26, 2008 at the University of North Florida, Jacksonville with Dr. Gordon Brock Music Department Chair serving as the coordinator. Dr. James Curry of the UNF faculty will be the Liaison between FCCAA and the university. The Symposium Leadership will be: Jim Bishop at Brevard Community College will be the Chairman of the event. Other Directors involved are: Peter Waidelich {DBCC} Symphonic Band, Dale Rieth {IRCC} Chorus, Marc Mannino {MCC} Jazz Ensemble, Kenneth Hanks {HCC} and Robert Lamb {BreCC} Student Artist Contest.

Workshops and Master Classes will be conducted by the UNF Faculty for the participants. UNF will present a Concert on Thursday night. On Friday night a Concert featuring the winners of the FCCAA Student Artist Contests and the FCCAA Jazz Ensemble will be held. On Saturday afternoon a Concert featuring FCCAA Chorus, Band, String Ensemble and Guitar Ensemble will be held.

One of the interesting aspects of the Symposium is the Student Artist Competition, where students from all over the state compete in their perspective divisions for \$1,000 Scholarships at Florida Colleges and Universities that are members of the of the National Association of Schools of Music.

The Director's Directory has been up-dated for all the members and disseminated to each college and posted on the FCCAA web-page.

Motion by Lena Phelps-Ellerker to accept the report and dates. **Second** by Jeb Blackburn. **Passed.**

Theatre:

Ken Erickson {for Dean Anthony} gave a report on the division.

The Director's Directory was distributed to the committee. A Schedule of the Productions at the colleges for the 2007-2008 year was distributed to the committee. Colleges have not all responded back requesting adjudications. As a reminder to the colleges, the adjudications are free of charge and colleges are encouraged to participate.

Pensacola Jr. College will host the Spring Theatre Division Festival May 9-10, 2008.

Motion by Leonard Bruton to accept the report. **Second** by Ken Ross. **Passed.**

Publications:

Rob Marino gave a report on the division.

The FCCPA Annual Conference will be held October 11-12, 2007 at the Wyndham Jacksonville Riverwalk. There will be various workshops dealing with various areas of journalism and media for the students and advisors. An opening address to the delegates will be given by the Editor of the *Florida Times Union*. Other speakers and workshop presenters will be from The University of North Florida, Florida Atlantic University and First Coast News.

The student's work in college newspapers and magazines from last year was submitted and is judged by professional and nationally known journalism and media people. The winners in each category receive a plaque. Colleges that have registered for the conference are: FCCJ, Broward, Central Florida, Daytona, Hillsborough, Lake Sumter, Manatee, Pasco Hernando, Pensacola and Tallahassee.

Motion by Mike Elam to accept the report. **Second** by Sandra Harrell. **Passed.**

***FJCCSGA Report
Of President:***

Kevin Letourneau gave a report on FJCCSGA.

The FJCCSGA E-Board held an Incoming/Outgoing E-Board and Leadership Retreat in late June, hosted by Valencia CC. The E-Board's three {3} notable goals for the year are: {1} Boost participation, {2} Start Community Service Projects earlier, {3} Develop more efficient methods of communications. The use of Google Documents as well as Google Calendars continues to be a key element of success for the board. With the growing on-line format the board has been able to start and finish collaborative projects much quicker than e-mails and conference calls.

The E-Board will once again participate in the C-O-P Legislative Summit that will be held in Orlando. Issues that FJCCSGA has been watching include: textbook affordability, excess credit hours and financial aid. At the November SGA Presidents Assembly the board will present its "Legislative" Packet on Issues to the members for their review.

The Annual State Project for 2007-2008 will be Voter Registration with an emphasis on "VOTING" after registering.

Kevin informed the committee that he had attended the September C-O-P meeting and will do so each month.

The “Rally In Tally” last year in March was very successful and plans are underway for the event to be held March 27-28, 2008. The 50th Annual State Conference will be held February 7-10, 2008 at the St. Petersburg Hilton.

The SGA Presidents Assemblies will be held: August 10, November 1-2, 2007 and February 7-10 and March 27-28, 2008.

Motion by John Holdnak to accept the report. **Second** by Mickey Englett. **Passed.**

***FJCCSGA State
Advisor Report:***

Dennis Reynolds gave a report on the Advisor’s Association.

The Association held a Retreat in June in Cocoa Beach with training workshops and one specifically for new advisors. Brevard CC gave a full tour of their Cocoa Campus which included their renowned Planetarium and Observatory. At the Business Meeting a unanimous decision was made to use a consultant for future State Conferences as well as ways to amend the Advisors Constitution to increase the pool of advisors to serve as State Advisor.

Two {2} important developments came from the retreat: {1} the formation of the FJCCSGA Advisors Training {F.A.T.} at www.fjccsgaevents.org created by Dan Rodkin at Santa Fe CC which is eight {8} educational sessions presented throughout the year. Upon completion the participant will earn a Certificate of Completion and recognition from the FCCAA. {2} a web-site that was created www.fjccsgaevents.org that is to be used for dissemination of information to the advisors and students throughout the state and for can be used for on-line registration and meetings and the State Conference. *Doug Ryan Consulting* is the corporation responsible for the creation and maintaining the web-site. The Association will continue to meet annually, as well as, at each SGA Presidents Assembly.

Motion by Gregg Wolfe to accept the report. **Second** by Chuck Hall. **Passed.**

***Men’s Athletic
Commissioner:***

Bob Zelinski gave an Informational Report on the Commissioner’s office.

FAPR: All colleges have cleared the 2006-2007 FAPR audits. FAPR Report for the 2007-2008 year were mailed September 24th for verification.

LOI/Scholarship/Release/Transfer Agreements: {a} Current Policy requires cancellation of LOI if the student is not receiving aid in the current term; {b} Current Policy requires written notice of the terms of the LOI is given no later than fourteen {14} days from the beginning of classes. After fourteen {14} days from the beginning of the term , written approval from the NJCAA is required to sign a student/athlete to an LOI and this written approval must be attached to the LOI on submission.

Eligibility: Eligibility Forms for All-Star Classic Participants is due October 19th. Only second year student/athletes may participate in the classic. Basketball Eligibility Forms are due not later than first regularly scheduled contest. Colleges are encouraged to submit the forms ASAP so they may be reviewed and avoid using ineligible student/athletes. ONLY those student/athletes submitted on the Eligibility Form may be listed on the team roster.

High School Diplomas and Accreditation: There is still confusion with the policies and interpretations pertaining to accredited high schools and high school diplomas. There is also some confusion on the International student/athletes and their diplomas.

***Women's Athletic
Commissioner:***

Mickey Englett gave an Informational Report on the Commissioner's office.

All members have cleared the FAPR Audit.

Form "B" of the FAPR Report must be signed and returned even if no athletes are listed on the form. If a player has signed an LOI in one sport and participates in another sport they must be listed on Form "A" of both sports.

Mickey shared with the committee an NJCAA Proposal concerning Non U.S. Citizen student/athletes. "Non United States citizen student/athletes may not be replaced by another Non United States Citizen student/athlete once the college expends any funds on that student/athlete during the academic year as defined by the NJCAA Letter-of-Intent."

***Council For
Athletic Affairs:***

Gregg Wolfe gave a report on the Council.

The CAA's Fall Meeting was held in Tampa, September 26-27 at the Sheraton Suites Tampa Airport. New Athletic Director Michael Riley at Manatee CC was welcomed to the council. Sam Skelton will serve as the

“Interim” at Palm Beach CC. He is also the Volleyball Coach and was not at the meeting. Leonard Bruton represented PBCC.

Action Items: A request to delete the CAA Policies that are in conflict with policy: “The appropriate Commissioner to select one Coordinator of Officials within the FCCAA to select, coordinate and assign all officials for the State Tournaments.” That was approved last year.

Motion by John Holdnak to accept the report and approve the request for the deletions. **Second** by Katie Shannon. **Passed.**

***Council For
Business Affairs:***

Jim Harvey gave an Informational Report to the committee.

The Council is working on the issue of budget reductions, an Increase in Insurance Premiums, Student Fees and Financial Aid. At their next meeting he will report to them the on the committee’s actions and concerns.

***Council For
Instructional
Affairs:***

Ken Ross gave an Informational Report to the committee.

The CIA will be meeting later and he will report to them on the committee’s actions and concerns.

***Council For
Student Affairs:***

Michael Elam gave an Informational Report to the committee.

The agenda for the October 3-4th meeting in Ocala of the CSA was distributed. The FJCCSGA President was left off the agenda and he will see that the error is corrected. He will keep the council informed of the committee’s actions and concerns doing the year.

***Council of
Presidents Report:***

Chuck Hall gave an Informational Report to the committee.

Legislative issues and budgets are a concern and the Presidents are in an awkward position concerning mid-year tuition increases that the students were told would not happen at the community college level this year. He gives the Council a FCCAA Report each month.

Hall-of-Fame Report:

Charles Smith gave an informational report on the Hall-of-Fame. The induction ceremonies will be held on Friday, November 16th at the closing luncheon at the FACC State Conference which is at the Orlando Wyndham Resort. Inductees are: Dan Finley {GCCC}, Cory Edwards {VCC}, Peter Townsend {MDC}, Joe Arnold {PCC}, Maria Mendoza {TCC}, Placido Polanco {MDC}, Larry Castle {SCC} Don Rutledge {VCC} Ralph Daniel {FCCJ}, Jim Phillips {TCC}, Steve Vaughn {BreCC} and Jerry Odom {OJC/SPC}. Charles Smith will receive the FCCAA Distinguished Service Award.

Budget and Audit:

Charles Smith distributed a Financial Report to the committee. Several of the divisions and tournament/conferences had deficit spending. John Holdnak and Jim Harvey were to meet later and come back with recommendations the next day prior to the interviews for the Executive Director's position.

Action taken by the committee on Tuesday: The Executive Director is to resolve the two {2} major obligations: {1} Publications Conference is to cover their deficit with the current years allocation and conference revenues prior to spending any of their budget. {2} FJCCSGA may transfer monies from Districts, Presidents Assembly, SGA Advisor's Accounts.

The new Executive Director is to work with Bill Mallowney to develop a contract template that protects FCCAA interests. All contracts must be signed by Executive Director and FCCAA President.

All Reports and paperwork to resolve expenditures for an event will be due thirty {30} days from the completion of the event.

Old Business:

None.

New Business:

Eileen Holden distributed a packet to the committee pertaining to the Interview Process for Tuesday morning. The committee agreed that Charles Smith could sit in on the interviews and that the "no-voting" members of the committee would be allowed to be involved in the interviews but would not be able to vote. The packet contained questions to be asked each candidate. Each of the candidates would be required to write one page on their philosophy on education especially in the area of co-curricular activities.

Spring Meeting:

The meeting will be at the Tampa - Sheraton Suites on June 3, 2008.

Adjournment:

There, being no further business, **Motion** by Chuck Hall to adjourn and reconvene at 8:00 a.m. Tuesday. **Second** by Hazel Creveling. **Passed.**

The committee reconvened at 8:00 a.m.

Date: *October 2, 2007*

Members Present: Charles Smith {FCCAA}, Eileen Holden {PCC}, John Holdnak {GCCC}, Lena Phelps-Ellerker {SFICC}, John Schultz {TCC}, John Anderson {PCC}, Ken Erickson {MCC}, Rob Marino {CFCC}, Dennis Reynolds {PCC}, Kevin Letourneau {FJCCSGA}, Gregg Wolfe {GCCC}, Bob Zelinski {CFCC}, Mickey Englett {OWC}, Chuck Hall {LCCC}, Jim Harvey {CFCC}, Ken Ross {BroCC}, Mike Elam {DBCC}, Sandra Harrell {CC}, Hazel Creveling {SPC}, Leonard Bruton {PBCC}, Katie Shannon {SJRCC}.

Members Absent: Jeb Blackburn {TCC}, Bill Mallowney {VCC}, Julie Alexander {FIDOE}.

Guests: None

Interviews: *Ms. Kelly Warren of Florida Community College @ Jacksonville: Kent; Dr. Karen Sykes of Dean College {MA.} and Mr. James “Jeb” Blackburn were formally interviewed by the committee Tuesday, October 2nd. The interviews began at 8:30 a.m.*

At the conclusion of the interviews the committee recessed for lunch and reconvened at 12:45 p.m. for deliberations. After deliberations the committee voted to extend an offer to Mr. James “Jeb” Blackburn to be the new Executive Director.

Eileen Holden thanked the committee for their service.

Motion by Mike Elam to adjourn. **Second** by John Anderson. **Passed.**

*This report is respectfully submitted by: _____
Charles F. Smith – Executive Director*